

# Contract Monitoring & Administration Plan

Vendor/Contractor Name:

Contract No:

This **Contract Monitoring & Administration Plan** should be used by the agency with each of its contracts. The use of this Checklist helps to ensure proper management of the contract and provides a record that professional management practices were used in the monitoring and administration of the contract.

**Instructions:** Please check “Yes” or “No” for each item listed below, to indicate which practices will be used in managing and monitoring the contract. **This Plan should be signed by the designated contract administrator or project manager to certify that the practices indicated were used to manage and monitor the contract.** The signed Checklist shall be included in the contract file.

CONTRACT MONITORING & ADMINISTRATION TOOL			
BEST PRACTICES:	REFERENCES:	Will this “Practice” be used to manage this contract?	
		YES	NO
<b>Agency Written Procedures</b>			
1. Review the written Procedural Manual for contract monitoring, <i>required by SB1213</i>	<a href="http://www.ncleg.net/Sessions/2009/Bills/Senate/PDF/S1213v4.pdf">http://www.ncleg.net/Sessions/2009/Bills/Senate/PDF/S1213v4.pdf</a>		
<b>Contract Maintenance File</b>			
1. Establish and maintain a formal Contract Administration File, including all phases of the contract lifecycle. Maintain records in accordance with the records retention policy	<a href="http://www.pandc.nc.gov/admcode.htm">http://www.pandc.nc.gov/admcode.htm</a>		
2. Review pertinent Federal and State laws, rules and regulations			
<b>Contract Development (Pre-Award or Pre-Contract)</b>			
1. Ensure the contract documents are developed in accordance with appropriate State laws and that terms required by law were included. (i.e.; have a <i>right to audit</i> clause in contract) <i>[Required by SB1213 to be in the solicitation]</i>			
2. Designate a person to be responsible for the day to day monitoring of the contract to ensure deliverables and obligations are met. (i.e. Contract Administrator or Project Manager)			

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BEST PRACTICE Cont.	REFERENCES:	Will this "Practice" be used to manage this contract?	
		YES	NO
3. Have a Risk Management Contingency Plan in place to address identified risks			
4. Identify all proposed subcontractors			
<b>Contract Monitoring</b>			
1. Identify and document each contract deliverable, specification, method of evaluation (i.e. report, delivery, and inspection) expected results, timeframe, budget and performance criteria			
2. Maintain information in an accessible database that tracks deliverables (such as: contract management system, spreadsheet, MS Outlook)			
3. Conduct a "kick-off" or post award meeting with the contractor and establish a regular meeting schedule or follow the schedule specified in the contract	<a href="http://www.doa.nc.gov/pandc/Documents/Contract-Administration-and-Monitoring-Guide/ContractKickoffMeetingChecklist.pdf">http://www.doa.nc.gov/pandc/Documents/Contract-Administration-and-Monitoring-Guide/ContractKickoffMeetingChecklist.pdf</a>		
4. Require and utilize Progress Reports from the contractor			
5. Conduct careful monitoring of contractor performance and maintain written records thereof			
6. Have an internal plan for Resolution of Vendor Performance Issues. (Corrective Action Plan, Performance Fees)			
<b>Post Contract Administration</b>			
1. Conduct Post Contract Evaluations and Close-out Procedures	<a href="http://www.doa.nc.gov/pandc/Documents/Contract-Administration-and-Monitoring-Guide/ContractMonitoringChecklist.pdf">http://www.doa.nc.gov/pandc/Documents/Contract-Administration-and-Monitoring-Guide/ContractMonitoringChecklist.pdf</a>		

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BEST PRACTICE Cont.	REFERENCES:	Will this "Practice" be used to manage this contract?	
		Yes	No
2. At the end of the contract, ensure that you have received a clearly marked FINAL invoice and progress report. Ensure the final invoice includes a signed certification stating that all expenses were true and accurate and for appropriate purposes in accordance with the contract			

I hereby certify that the above indicated practices were used to manage and monitor the above referenced contract.

Signature of responsible party\_\_\_\_\_ Date: \_\_\_\_\_